

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

SECOM-D-299

6 December 1985

MEMORANDUM FOR: Computer Security Subcommittee Members
and Observers

FROM: [REDACTED]
SECOM Staff

SUBJECT: Transmittal of Documents

1. Enclosed are recent meeting minutes and the final draft of the PC User's Security Guidelines. I apologize for the late mailing but this version was not ready until a few days ago. I would like to have comments on it by noon on 16 December so that I can annotate a copy for the meeting on 17 December. Please phone in your comments because it will be impossible to get it done any other way. [REDACTED]

2. Dennis Steinauer, [REDACTED] Al Arsenault of the DoD CSC, and I have met or corresponded on the guidelines several times recently and this draft is the result. Although Dennis is continuing with wordsmithing for flow and continuity, the subject matter will only change if your comments indicate the need. There has been a merging of the concept of a tent card highlighting security tips, which was described and displayed at Subcommittee meetings, with the concept of the next deliverable, the user's guide. Even though the longer text will require either a multi-panel fanfold or an oblong stapled booklet, the outer covers will still have signs in bold letters stating that intelligence information processing is in progress. The guide can be placed on the top of the equipment to serve as a reminder to clear the equipment and as a ready reference. Because the final format of text is not determined, you need not comment on graphics or page layout.

3. We need your comments on the subject matter, even though we hope that changes will be modest:

a. Is the coverage of the subject matter adequate? If not, please specify the sections which need additional material or the topics which you think should be added.

b. Are there items which should be saved for the supervisors' and systems manual which is the next deliverable? We do, however, wish to make the user aware of some of the controls which should be exercised on the equipment before, during and after use, because the user may know of a procedural gap in an area not specifically the user's. Therefore some redundancy is healthy.

c. Is the language clear for non-technical and non-security users?
If not, please cite confusing areas.

d. Other than the normal reaction to security restrictions, would any of the stated concepts or rules cause undue difficulty in your agency? Are there any you feel should be made even stronger?

4. If the subcommittee can conclude discussion on the draft and the suggested improvements at the meeting on 17 December, the guideline can hopefully be published early in the new year. I have made Christmas luncheon reservations for 1145 on the day of the meeting at Quincy's Restaurant, which is in the Chesterbrook Shopping Center between Arlington and McLean on Old Dominion Drive. We should allow about twenty minutes for travel, so I hope our business can be accomplished expeditiously. [redacted] secretary will be asking you whether you can attend the meeting and luncheon when she makes the meeting reminder call, so that I can get a tally for the restaurant.

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